



**Politecnico
di Torino**

**CALL FOR APPLICATIONS FOR ADMISSIONS TO
THE BACHELOR'S DEGREE PROGRAMME IN
ARCHITETTURA-ARCHITECTURE A.Y. 2022/2023**

**EU STUDENTS AND/OR EQUIVALENT STUDENTS
AND
NON-EU STUDENTS RESIDING ABROAD WITH VISA**

Rector's decree no. 506/2022 dated 27th May 2022



Article 1 (Initiation of the procedure and places available)

1. Applications are invited for admissions to the Bachelor's degree programme in Architettura-Architecture for a.y. 2022/23. Admissions are limited to the following number of student places:

Class	Programme name	Language of instruction	Total programmed number of student places	Of which reserved to quota students
L-17	Architettura-Architecture	Italian/English	500	85

2. For the purpose of enrolment in the Bachelor's degree programme in Architettura-Architecture, the following student categories have been given the following meaning:
- European Union students:** Italian citizens or other EU nationals;
- Equivalent students:**
- students from Norway, Iceland, Lichtenstein, Switzerland and San Marino;
 - non-EU nationals legally residing in Italy with a valid residence permit for study, work or family reasons;
 - political refugees;
 - staff members of Foreign Diplomatic Missions (Embassies/Consulates) and International Organizations based in Italy, legally accredited to the Italian Government or to the Holy See (including family members: spouse and children);
 - non-EU nationals legally residing in Italy or diplomats who have an Italian high school diploma awarded in Italy or abroad (Law no. 189/2002).
- Quota students:** non-EU students who reside abroad (i.e. students who need a visa)
3. Having considered recent trends and the number of withdrawals that have taken place before 31st October in the latest academic years, the number of student places for this programme could be higher than the number illustrated in par. 1.
4. All applicants can register for the admission test on the Apply@polito platform starting from **Wednesday 1st June 2022**.

Art. 2 (Admission requirements for the Bachelor's degree programme in Architettura-Architecture)

1. Without prejudice to the admission requirements referred to in Annex A and B to this Call, applicants must **pass an online admission test (TIL-A test online – Architettura-Architecture)** organized by Politecnico di Torino according to the rules illustrated in art- 9 paragraph 3.
2. Applicants who intend to enrol in the **Bachelor's degree programme in Architettura-Architecture taught in Italian** are required to take and pass the admission test in **Italian**, according to the rules illustrated in the following articles.
3. Applicants who intend to enrol in the **Bachelor's degree programme in Architettura-Architecture taught in English** are required to take and pass the admission test in **English** according to the rules illustrated in the following articles.
4. The admission test will be administered **exclusively as an online test**, in accordance with the rules illustrated in Annex C, which is an integral part of the present Call; the same rules are also published on the university web site and on the Apply@polito platform.
5. The score obtained by applicants in the TIL-A test (online admission test – Architettura-Architecture) is only valid for enrolment in academic year 2022/2023. For this reason, when applicants register for the TIL-A test, they must be attending their last year of high



school (i.e. they should be getting their high school diploma in the summer of 2022 according to the Italian school calendar) or they must have already earned their high school diploma.

6. For admission to the programme, applicants **must meet the admission requirements illustrated in Annex A**. Applicants with a UK, Scottish or US high school diploma and applicants with an International Baccalaureate Diploma must also meet the requirements of **Annex B** to this Call.
7. For admissions to this programme, quota students (as defined in art. 1, par. 2) from countries with an earlier school starting age who get their high school diploma before the age of 18, must be 17 years old when they get their student visa.

Art. 3

(Admission test date, possible supplementary test date and enrolment deadlines)

1. The admission test will take place on **Tuesday 26th July 2022** in various time slots as specified on the Apply@polito platform.
2. Applicants can register for the admission test on the Apply@polito platform **from Wednesday 1st June 2022 until Thursday 21st July 2022 at 2 p.m. Italian time**.
3. A supplementary test will be organized exclusively in the event that some places remain unassigned and available after all students on the ranking lists have been called for an offer of admission. The supplementary test is scheduled on **Tuesday 20th September 2022**.
4. Depending on the situation after the ranking list updates (art. 14, par. 2), **on Monday 12th September**, Politecnico will announce if the supplementary test (par. 3) will take place. A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 12th September the University has not called all applicants on the ranking lists deriving from the first test).
The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.
5. In any case, the supplementary test (if confirmed) will take place before Friday 23rd September 2022.
6. **Considering that the supplementary test (par. 3) will be organized only in the event that some places remain unassigned, applicants are encouraged to register for and take the test scheduled on Tuesday 26th July 2022.**

Article 4

(How to register for and take the TIL-A test)

1. Applicants are required to apply for the TIL-A test by registering online on the Apply@polito platform. To complete their application, applicants are also required to pay the registration fee referred to in paragraphs 2, 3 and 4. Detailed information on how to register for the test on the Apply@polito platform, is explained on the University website http://orienta.polito.it/en/apply_instructions.
2. The TIL-A registration fee is € 50.00. Ukrainian applicants with a residence permit for temporary protection in Italy are exempted from paying the registration fee for one test session only (Rector's decree n. 265 of 23/03/2022). The amount paid cannot be reimbursed under any circumstances, nor can it be considered valid for TIL sessions other than the one for which the applicant has registered, except for the provisions of art. 10, par. 4.
3. The registration fee can be paid with various payment methods, including:



- a. Credit cards (or other payment methods available on the PagoPA platform) generating an **immediate payment**;
- b. Pre-printed notice of payment (MAV on the PagoPA platform), generating a **deferred payment**.

Applicants who pay using the method illustrated under letter b) must go back to the Apply@polito platform and enter the date of the payment in a specific field (**self-declaration in compliance with art. 46 and 47 of DPR no. 445/2000**). Failure to specify the payment date on the Apply@polito platform entails that the payment **is not valid**. Both the payment and the self-declaration must take place before the deadlines illustrated in art. 3.

Should the self-declaration be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.

4. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Article 5

(How to register for and take the TIL-A test – candidates with disabilities or with Specific Learning Disorders)

1. The online TIL test is organized in compliance with current legislation on disabilities and specific learning disorders (SpLD). The procedures to take the TIL-A test for the applicants referred to in this paragraph are illustrated in this Call. For more information on special arrangements for the test applicants can contact the Special Needs Unit of Politecnico di Torino using the Ticketing Support Service (<https://didattica.polito.it/specialneeds/it/presentazione>)

In particular:

- applicants with disabilities or with an invalidity certificate (art. 16 of Law no.104/92) must present **a valid certificate issued by the local medical board specifying the type of disability and/or the degree of invalidity**. This document must be submitted before registering for the TIL-A test.
These applicants are entitled to get extra time for the test - from 30% to maximum 50% extra time compared to standard test time (total test duration with 30% extra time: 130 minutes);
- applicants with certified specific learning disorders (SpLD), referred to in Law no. 170/2010, must present **a valid certificate issued not later than 3 years ago (if the certificate was issued before the age of 18) by the Italian Health Care System (SSN) or by a specialist or by an health care facility recognized by the Italian system**. This document must be submitted before registering for the TIL-A test.
These applicants are entitled to get maximum 30% extra time compared to standard test time (total test duration: 130 minutes). They are also allowed to use a calculator;
- applicants with disabilities or specific learning disorders (SpLD) who reside abroad and intend to request special arrangements for the test must present **a certificate of disability or SpLD** issued in their country. The certificate must be official and must carry the **stamp** of the institution and the **signature** of the official who have released it. The document must be **written in one of the following languages: Italian, English, French and Spanish**. If the document is written in a different language, applicants must upload the original certificate together with a sworn translation into Italian or English. The university bodies in charge of examining the above-mentioned certificates will verify if the foreign documents provide evidence of a disability or a SpLD accepted by Italian law.



2. The applicants referred to in this article who require special arrangements to take the TIL-A test must **upload their certificate of disability or SpLD to the Apply@polito platform** ("Personal information" section) **at least 15 days before the test**.
3. Applicants referred to in the previous paragraphs can be admitted to the test even if their medical certificate has not been updated due to the limitations imposed by the COVID-19 crisis. In this case, the University reserves itself the right to ask applicants to provide additional documents at a later moment.
4. Applicants who need other kinds of support to take the online TIL-A test (a person who helps them use the PC, a person who reads for them, etc.) must contact the Special Needs Unit through the Ticketing Support Service **at least 15 days before the test**.
5. Applicants who are not able to use the software required for the test (illustrated in Annex C) due to their health condition can inform the Special Needs Unit **at least 15 days before the test**. Exclusively in these cases, the University may organize an in-person test with video-surveillance if this is compatible with the epidemiological situation.
6. In order to make the TIL test more accessible, Politecnico will provide audio descriptions of some sections of the test that can be taken with extra time. More information on such sections will be available at <http://orienta.polito.it/it/home> e <https://didattica.polito.it/specialneeds/it/presentazione>.
7. The technical details to take the online test are illustrated in Annex C, which is an integral part of this Call. The same information will be published on the University website and on the Apply@polito platform.

Article 6 (Required skills)

1. Applicants are expected to: understand and analyse different written texts, have an aptitude to logical-mathematical reasoning, have sufficient general knowledge, with special focus on history, social sciences and institutions, design and representation, mathematics and physics. The required skills and knowledge reflect the education offered by high schools that organize teaching in accordance with the national guidelines for "licei, istituti tecnici, istituti professionali" in preparation for the state examination.
2. More details on the required competencies referred to in par. 1 are available in Annex A of Ministerial degree no. 473 at <https://www.mur.gov.it/it/atti-e-normativa/decreto-ministeriale-n-473-del-26-5-2022>.

Article 7 (TIL-A contents)

1. The TIL-A test is an individual test, which is different for each applicant. It is made up of automatically and randomly selected computer interface questions. All tests have an equivalent level of difficulty.
2. Applicants are allowed to take the admission test in English. In this case, they must select this language option when they register for the TIL-A test.
3. The TIL-A test consists of 50 questions, divided into 5 sections, with a predetermined number of questions to be finished within a pre-set time:
 - Ten (10) Reading comprehension questions
 - Ten (10) Logic reasoning questions
 - Ten (10) Prior school knowledge, History and General Knowledge questions
 - Ten (10) Drawing and Representation questions
 - Ten (10) Mathematics and Physics questions



The total time for the TIL-A test is set at 100 minutes.

Each question has 5 possible answers marked with the letters A, B, C, D, E, only one of which is correct.

Art. 8 (Technical requirements to take the online test)

1. Applicants must make sure that they have the following technical equipment, otherwise they will not be able to take the test:
 - a **desktop or laptop computer** (hereinafter referred to as the "*device to take the TIL test*") with Windows 10 or higher or Mac operating system, plugged to the electrical power supply and connected to the Internet, **with a video camera and a microphone**. On this device applicants must install Google Chrome and another software called "Lockdown Browser". The instructions for the installation of the Lockdown Browser will be provided on the Apply@polito platform (applicant personal page). This PC will be used for:
 - taking the test;
 - proctoring the test;
 - a **stable data network** to connect to the Internet from the device to take the TIL test;
 - a **smartphone or tablet or another PC** (hereinafter referred to as the "*proctoring device*"), plugged to the electrical power supply and connected to the Internet, **with a video camera**. The proctoring device will be used by the Test Supervisors for the identification of applicants and as a further proctoring tool;
 - a **stable data network** to connect to the Internet from the proctoring device (possibly different from the data network used for the device to take the TIL test).

In addition, applicants must prepare some blank sheets of paper and a pen.

A few days before the test, and in any case no later than the day before the test, applicants must:

- a. install (or update) Google Chrome and the software LockDown Browser on the *device to take the TIL test*. The instructions and the installation link are provided on the Apply@polito platform (applicant personal page). The LockDown Browser must be installed using the installation link available on the applicant personal page of the Apply@polito platform. Any other version must be uninstalled because it is not compatible;
 - b. take the practice test at least one time before taking the real test. The practice test is available on the Apply@polito platform (applicant personal page). Taking the practice test is useful to test the LockDown Browser and to get familiar with its use.
- Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.
2. Applicants must have a valid passport or the identification document used during the registration process, otherwise, they will not be allowed to take the test.
 3. The technical details to take the online TIL-A test are illustrated in Annex C, which is an integral part of this Call.

Article 9 (Test evaluation)

1. The maximum test score is fifty (50) points calculated as follows:
 - 1 point for each correct answer
 - 0 point for each unanswered question
 - minus 0.25 point (-0.25) for each incorrect answerThe score is converted to hundredths and calculated up to the second decimal position.



- At the end of the test, applicants will be able to see their score on the screen. The test score will also be available in the applicant personal page of the Apply@polito platform.
2. Applicants who score less than 6 points in the Mathematics and Physics section are strongly encouraged to participate in a supplementary activity in order to fulfil the so called "Obblighi Formativi Aggiuntivi (OFA)". The activity is called «C.I.A.O. - Corso Interattivo di Accompagnamento Online» (online interactive support course) and seeks to help applicants fill in the gaps in their Math knowledge through specific online tutoring sessions. The activity will take place during the week before the beginning of class. More details will be available in the applicant's personal page of the Apply@polito platform, under the "TIL-A" section.
 3. Applicants who have not answered any question will not be included in the ranking list.

Art. 10 (Cases in which the test is declared invalid)

1. Applicants must abide by the following conduct rules during the test, otherwise the test can be declared invalid:
 - be absolutely silent during the test, except when asked a question by the Virtual Classroom test supervisor.
 - keep only some sheets of blank paper and a pen on the desk;
 - keep the video camera of both devices always turned on;
 - keep the microphone of the both devices turned on and do not connect any other device to it;
 - make sure the room gets enough light;
 - perform control operations whenever required by the Virtual Classroom test supervisor.
 - do not allow anyone to enter the room where the test is taking place.
2. The test may also be considered invalid if there is no Internet connection for a period of time that does not allow to properly monitor the applicant.
3. When the test is declared invalid due to a violation of the conduct rules, the applicant is not entitled to get any refund of the TIL-A registration fee.
4. If an applicant cannot access the test due to technical problems verified by the University or due to issues that do not depend on the applicant and on his/her correct use of the compulsory devices, the Central Committee may reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.
5. More information on the procedures that applicants must follow in the event of Internet connection problems is available in Annex C in the paragraphs "Procedures in the event of persistent Internet connection problems" and "Procedures in the event of disconnection from the Virtual Classroom".
6. The provisions of art. 4, par. 3 of this Call (cases in which a test is considered invalid) remain in force.

Article 11 (TIL-A results and date of publication of the ranking lists)

1. The results of the **TIL-A scheduled on 26th July 2022** will be published on **Friday 29th July 2022** with:
 - a) **a ranking list of EU nationals or equivalent students** - art. 1 par. 2
 - b) **a ranking list of quota students** - art. 1 par. 2



2. The results referred to in paragraph 1 will be made public with a Rector's decree, on the online Bulletin (Albo online) of the University, on the applicant personal page of the Apply@polito platform and on the University website <http://orienta.polito.it>.
3. Admitted applicants must enrol by **Tuesday 23rd August 2022 at 2 p.m. (Italian time)** with no exception. Failure to enrol by this deadline implies that the applicant intends to decline his/her offer of admission to Politecnico.
4. Information on the next updates of the ranking lists is provided in art. 14, par. 1.
5. Depending on the situation after the ranking list updates (referred to in art. 14, par. 2), **on Monday 12th September**, Politecnico will announce if the supplementary test will take place on **Tuesday 20th September 2022** (art. 3, par. 4). A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 12th September the University has not called all eligible applicants on the ranking lists deriving from the first test).
6. The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.
7. In any case, the supplementary test (if confirmed) will take place before Friday 23rd September 2022.
8. We recommend all applicants to start the above-mentioned procedures well in advance of the deadlines in order to avoid that possible technical problems may hinder to complete the process.

Article 12 (How the ranking lists are made)

1. Applicants will be included on the ranking lists based on the score they get in the admission test (in descending order).
2. Politecnico di Torino will make an offer of admission to the Bachelor's degree programme in Architettura-Architecture to the applicants included in the ranking lists up to the maximum number of available student places.
3. Applicants who have not answered any question will not be included in the ranking lists.
4. The ranking lists are made with the following criteria:
 - a. applicants are ranked in descending order based on their TIL-A score;
 - b. in case of equal ranking, the score obtained in the individual sections that make up the TIL-A test shall prevail, considered in the following order: Logic reasoning, Reading comprehension, Drawing and Representation, Mathematics and Physics and Prior school knowledge, History and General Knowledge. In case of a further equal ranking, the younger applicant will be chosen.
5. The ranking lists, their updates (art. 14, par. 2) and the supplementary test (if any – art. 14, par. 3) classify prospective students in the following categories:
 - **ASSIGNED STUDENT:** a student who **MUST** enrol in the Bachelor's degree programme in Architettura-Architecture before the general enrolment deadlines (art.14, par. 2) or before the deadlines set for applicants who take the supplementary test (art.14, par.3). Failure to enrol before the deadlines **entails permanent renunciation of the place**.
 - **ENROLLED STUDENT:** a student who has completed the first phase of online enrolment (as stated in art. 14);
 - **STUDENT ON WAITING LIST:** a student who has not been offered a place in the programme, but could receive an offer of admission with the next updates of the ranking list. This student must wait for the next the call/s.
 - **RENUNCIATION OF ENROLMENT:**
 - a student who has been ASSIGNED a place in the programme but has failed to enrol by the deadline;



- a student who has ENROLLED in a programme but has withdrawn from it before the closing date of the ranking list referred in art. 13, par. 2.
- STUDENT ADMITTED TO YEAR 2 OR BEYOND: a student currently enrolled at Politecnico di Torino or at another Italian university, who has taken the TIL-A test and has been ASSIGNED a place for admission to year 2 or beyond – after the evaluation of his/her academic records.
- NOT ADMITTED STUDENT: a student who is not admitted to the programme because his/her position on the ranking list is beyond the number of available places.

Art. 13 (How the ranking lists are updated)

1. Allocations of places to the applicants included in the ranking lists referred to in art. 11, par. 1 are based on the updates of the ranking lists which depend on the number of students who enrol online before the deadlines illustrated in art. 14.
2. The applicants included in the ranking lists referred to in art. 11, par. 1 who are no longer interested in enrolling in the Bachelor's degree programme in Architettura-Architecture and intend to renounce their right to be on the waiting list, can do so from the Apply@polito platform. When an applicant renounces his/her right to be on the waiting list, he/she irrevocably gives up his/her position on the ranking list and his/her student place is assigned to the next applicant on the ranking list.
3. Possible residual places (that remain unassigned after all students on the ranking list have been offered a place) will be offered to the students who have taken the test for admission to the programme in Architettura –Architecture (a.y. 2022/2023) at other universities but have not been admitted due to lack of places. These applicants will be considered for admission to Politecnico di Torino based on the score they got in the test until all places are assigned. The University will publish a specific notice announcing the number of places available and the timeframe for application submission.

Art. 14 (Enrolment requirements and process)

1. The requirements for enrolment in the Bachelor's degree programme in Architettura-Architecture are illustrated in Annex A and in Annex B attached to this Call, of which they are integral parts.
2. **All applicants (including quota applicants who take the test on Tuesday 26th July 2022) are strictly required to meet the deadlines illustrated in the table below. Failure to meet these deadlines entails permanent exclusion from the enrolment process.**

Enrolment phases	Date
Ranking list publication	Friday 29 July 2022
Enrolment time frame for eligible applicants after the publication of the ranking list	From Friday 29 July to Tuesday 23 August 2022 at 2 p.m. (Italian time)
First update of the ranking list	Wednesday 24 August 2022
Enrolment time frame for eligible applicants after the publication of the first update of the ranking list	From Wednesday 24 August to Friday 26 August 2022 at 2 p.m. (Italian time)
Second update of the ranking list	Monday 29 August 2022



Enrolment time frame for eligible applicants after the publication of the second update of the ranking list	From Monday 29 August to Wednesday 31 August at 2 p.m. (Italian time)
Third update of the ranking list	Thursday 1 September 2022
Enrolment time frame for eligible applicants after the publication of the third update of the ranking list	From Thursday 1 September to Monday 5 September at 2 p.m. (Italian time)
Fourth update of the ranking list	Tuesday 6 September 2022
Enrolment time frame for eligible applicants after the publication of the fourth update of the ranking list	From Tuesday 6 September to Friday 9 September at 2 p.m. (Italian time)

If necessary, there will be further updates of the ranking lists. In this case, the new deadlines for enrolment will be published on the applicants' Apply@polito personal page.

- Depending on the situation after the ranking list updates (referred to in art. 14, par. 2), **on Monday 12th September**, Politecnico will announce if the supplementary test will take place on **Tuesday 20th September 2022** (art. 3, par. 4). A specific Rector's decree will be published to confirm the supplementary test date or its possible postponement (this may happen if on 12th September the University has not called all eligible applicants on the ranking lists deriving from the first test).

The above-mentioned Rector's decree will also provide information on the time frame for registration for the supplementary test as well as the deadlines for enrolment and the dates of the ranking list updates.

In any case, the supplementary test (if confirmed) will take place before Friday 23rd September 2022.

- All applicants are required to enrol online. At the same time, they must pay the first instalment of their tuition fees. The standard amount of the first instalment is 161€. Possible reductions or revisions of this amount will be announced in the Tuition Fee Guide for academic year 2022/2023, which is going to be approved by the university bodies at a later date.

Applicants who do not meet the deadlines of this article or the requirements listed in Annex A and Annex B to this Call will lose the right to enrol at Politecnico no matter the justification brought forward. They will not be entitled to ask for refund of the first instalment of the tuition fees.

- The general instructions for enrolment** for all students are illustrated in the "Enrolment regulations – A.Y. 2022/23" which is published on the University website http://orienta.polito.it/en/enrolment_regulations_ay_2022_23.

Article 15

(Applicants who take more than one admission test)

- Applicants who have taken/will take more than one test for admission to various Bachelor's degree programmes offered by Politecnico and are admitted to the Architecture programme must enrol before the deadlines (art. 14) in order to avoid losing their place. Subsequently, if they find out that they have been admitted to another programme (Engineering, Design or Planning) and they prefer to enrol in that programme, they need follow these steps (online procedure):
 - withdraw from the Bachelor's degree programme in Architettura-Architecture ("withdrawal from studies"). They must fill out an online form available on their personal page of the Teaching Portal.



- b. pay 16.00 Euro for the virtual revenue stamp required for the withdrawal form (this amount must be paid from their personal page of the Teaching Portal).
- c. enrol in the new Bachelor's degree programme only after receiving the withdrawal confirmation (an e-mail confirming their withdrawal will be sent to their Polito mailbox). To enrol in the new programme, students must log in to their personal page of the Teaching Portal and then log in to the Apply@polito platform using the student number they received when they enrolled in the first programme.

All these steps must be completed before the enrolment deadlines, as provided for in the "Enrolment regulations – A.Y. 2022/23" (art. 14, par. 5).
2. Applicants who have taken the TIL-A test and are awaiting the results of the admission tests to other universities must enrol at Politecnico before the deadlines in order to avoid losing their place. Subsequently, if these applicants find out that they have been admitted to another university, they will be able to request a withdrawal/transfer to the other university at the Office of the University Registrar. **Tuition fees previously paid by these applicants will not be refunded under any circumstances.**

Article 16

(Applicants currently enrolled in a Bachelor's degree programme or applicants with a university degree)

1. Applicants currently enrolled in a Bachelor's degree programme at Politecnico di Torino who intend to transfer to the Bachelor's degree programme in Architettura-Architecture must take the TIL-A test (art. 3, par 1) and place themselves on the ranking list in a suitable position. While registering online for the TIL-A test, these applicants must select this programme in the "Select your programme" section. This choice is definitive and cannot be changed.

Applicants who pass the test must confirm their intention to remain on the ranking list in accordance with the deadlines of art. 14, par. 4. Applicants **with a suitable position on the ranking list** must confirm their intention to transfer to or enrol in the Architecture programme on the Apply@polito platform. They must pay the first instalment of their tuition fees by the deadlines (art. 14, par. 4) and complete the enrolment process in accordance with the rules of the "Regulations for enrolment - A.Y. 2022/23" (art. 14, par. 5). Failure to do so entails permanent exclusion from the admission process.
2. Students who are currently enrolled in **a Bachelor's degree programme** at another Italian university or applicants who already have a Bachelor's degree and intend to enrol in the Bachelor's degree programme in Architettura-Architecture **must take the TIL-A test** (art. 3, par 1) also if they come from a programme belonging to the same degree class. They need to place themselves on the ranking list in a suitable position for admission.

During the application process on the Apply@polito platform, these applicants must choose the Bachelor's degree programme in Architettura-Architecture in the "Select your programme" section.

If they pass the test and are on the ranking list for admission to the programme, they must confirm their intention to transfer to or enrol in this programme through the Apply@polito platform. They are also required to pay the first instalment of their **tuition fees** by the deadlines (art. 14, par. 4) and complete the enrolment process in accordance with the rules of the "Regulations for enrolment - A.Y. 2022/23" (art. 14, par. 5). Failure to do so entails permanent exclusion from the admission process.

After confirming their intention to transfer to or enrol in this programme, the previous academic records of these applicants are sent to the Academic Advisor of the programme who decides on the possible recognition of previously earned credits.



Article 17 (Students who are going to incur in forfeiture/ forfeited students)

1. **Forfeited** students are allowed to re-enrol in the Bachelor's degree programme in Architettura-Architecture, but they must retake the TIL-A test (dates are available in art. 3, par. 2) and be on the ranking list.
2. Students who are currently enrolled in a Bachelor's degree programme at Politecnico di Torino (**DM 270/04**) incur in automatic forfeiture on 30th September 2022 if:
 - a) if they have not passed their compulsory first-year exams that are required to move to year 2 of the programme in a two-year period;
 - b) if they have not passed any exam in the last three consecutive years.These students are allowed to re-enrol in the Bachelor's degree programme in Architettura-Architecture, but they must retake the TIL-A test (dates are available in art. 3, par. 2) and be on the ranking list.
3. The following students:
 - a. students currently enrolled in a Bachelor's degree programme at Politecnico di Torino (DM 509/99) who incur in automatic forfeiture on 30th September 2022 if they do not complete all the exams (except for the Final Project);
 - b. students currently enrolled in a Bachelor's degree programme that belongs to the system pre-dating DM 509/99 who incur in automatic forfeiture on 30th September 2022, in accordance with art. 149 of the T.U. approved by the Royal Decree no. 1592 of 1933;are allowed to re-enrol in the Bachelor's degree programme in Architettura-Architecture, but they must retake the TIL-A test (dates are available in art. 3, par. 2) and be on the ranking list.
4. When these students register online for the TIL-A test, they are required to select the Bachelor's degree programme in Architettura-Architecture in the "Select your degree programme" section of the Apply@polito platform.
5. More information will be available in the Student Guide 2022/2023 in the chapter on "Interruption, Suspension, Withdrawal, Forfeiture".

Article 18 (Competent Offices)

1. Offices:
Applicants with an Italian educational qualification can contact:
Ufficio Orientamento (Office of Orientation)
web: <http://orienta.polito.it/>
Contacts and Ticketing Support Service:
https://didattica.polito.it/segreteria/contatta/it/orientamento_tutorato.html
Applicants with a non-Italian educational qualification can contact:
Incoming Mobility Office
web: <https://didattica.polito.it/inte/it/home>
Contacts and Ticketing Support Service:
https://didattica.polito.it/segreteria/contatta/it/studenti_con_titolo_estero.html

Article 19 (Person responsible for the admission process and Committees)

1. The person responsible for the admissions process to the Bachelor's degree programmes of Politecnico di Torino is Mrs. Silvia Vacca, Head of the Division of Student Affairs, in accordance with Rector's Decrees no. 1232 of 23rd December 2021.



2. The members of the Virtual Classroom Committees who are responsible for the implementation of the TIL-A test will be appointed with a Rector's decree at a later date.

Art. 20 (Privacy policy)

1. In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the “Code on the protection of personal data” (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of the institutional aims connected to the admission test. Due to the current epidemiological situation, the test will be delivered online using the Respondus platform.
2. Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.
The Respondus Terms of Use for Students are available at <https://web.respondus.com/tou-monitor-student/>. The Respondus Privacy Policy (<https://web.respondus.com/privacy/privacy-additional-monitor/>) provides information on the processing of personal data.
Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.
3. The University policy on the processing of personal data is available at <https://didattica.polito.it/privacy/>

Art. 21 (Access to documents)

1. Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the “Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree no. 33/2013”.

Art. 22 (Final provisions)

1. For all matters not expressly provided for in this Call for applications, reference is made to existing legislation concerning locally programmed admissions.
2. This Call for applications is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found at <https://orienta.polito.it>
3. Possible further amendments to this Call for applications and to Annexes A, B and C, of which they are integral parts, might be approved with a specific Rector's decree and published at https://www.swas.polito.it/dotnet/albo_online/. The same information will be available at <https://orienta.polito.it>
4. Communication with applicants takes place primarily through the Apply@Polito platform. Specific messages might be sent via email or SMS using the contact details provided by the applicants during their registration on the platform.
5. Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of an applicant's e-mail address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.



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6. An appeal against this Call for applications can be made to the Regional Administrative Court (TAR) or to the President of the Republic, respectively, within 60 days or 120 days from the date of publication.

SV/

THE RECTOR
Prof. Guido Saracco

The English translation of this document is provided as a support to the student community and has no legal effects.

The Italian version shall constitute the sole authentic text and will be referred to for any legal matters.



ANNEX A

**ADMISSIONS REQUIREMENTS FOR BACHELOR'S DEGREE PROGRAMME IN
ARCHITETTURA-ARCHITECTURE**

ACADEMIC YEAR 2022/2023

STUDENTS WITH ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

Applicants must have an English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The table of certificates for the recognition of the English level are available at <https://didattica.polito.it/cla/it/certificazioni> – see “Table of 23/09/2019”

OTHER REQUIREMENTS

High school diploma (self-declaration)

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

- a) Identification document
- b) Certificate providing evidence of competence in English. This certificate is compulsory for applicants who wish to enrol in a Bachelor's degree programmes entirely taught in English.
- c) For underage applicants: self-certificate (*dichiarazione sostitutiva di certificazioni* - art. 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.
- d) For non-EU applicants residing in Italy: residence permit
- e) For non-EU applicants who do not reside in Italy: Study Visa – type D

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the “Enrolment Regulations - A.Y. 2022/23”, referred to in art. 14, par. 5 of this Call for Applications.



STUDENTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION

LANGUAGE REQUIREMENTS

- Bachelor's degree programme entirely taught in Italian: Italian B1 level

The certificates or exemptions accepted by Politecnico di Torino are available at https://didattica.polito.it/inte/en/apply_bsc_lang

- Bachelor's degree programme entirely taught in English: Applicants must have an English language certificate – B2 level of the Common European Framework of Reference for Languages (CEFR)

The certificates accepted by Politecnico di Torino are available at https://didattica.polito.it/inte/en/apply_bsc_lang

For prospective Ukrainian students with residence permit for temporary protection in Italy: having an English language certificate is not an admission requirement but only a graduation requirement. These students must obtain and present an English language certificate before the registration deadline for the final examination (graduation) – in compliance with Rector's decree no. 265 of 23/03/2022.

APPLICANTS WITH ITALIAN OR NON-ITALIAN EDUCATIONAL QUALIFICATION WHO ARE EXEMPTED FROM PRESENTING AN ENGLISH LANGUAGE CERTIFICATE

1. Applicants who have an IB Diploma (International Baccalaureate <https://www.ibo.org/programmes/diploma-programme/>) exclusively if they have attended the entire learning path in English, except for the foreign languages;
2. Applicants with an high school diploma awarded by one of the European Schools referred in Annex 2 to the "[Procedures for entry, stay and enrolment in higher education programmes of students requiring visa](#)", exclusively if the first language of the learning path (L1) is English;
3. Educational qualification, recognized by the Italian Ministry for Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded by the United States of America, Canada, the United Kingdom, Ireland, Australia, New Zealand, regardless of the country where the school/university is located.
4. Educational qualification, recognized by the Italian Ministry for Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca*) as equivalent to an Italian high school diploma (*diploma di maturità*) or higher academic qualification, awarded after attending a learning path in English at a school or university located in one of the following countries:



Africa	Asia	Caribbean and Americas	Europe	Pacific	United States of America Ireland
Botswana	Bangladesh	Antigua and Barbuda	Cyprus	Australia	
Cameroon	Brunei Darussalam	Bahamas, The	Malta	Fiji	
Gambia, The	India	Barbados	United Kingdom	Kiribati	
Ghana	Malaysia	Belize	Ireland	Nauru	
Kenya	Maldives	Canada		New Zealand	
Kingdom of Eswatini	Pakistan	Dominica		Papua New Guinea	
Lesotho	Singapore	Grenada		Samoa	
Malawi	Sri Lanka	Guyana		Solomon Islands	
Mauritius		Jamaica		Tonga	
Mozambique		Saint Lucia		Tuvalu	
Namibia		St Kitts and Nevis		Vanuatu	
Nigeria		St Vincent and The Grenadines			
Rwanda		Trinidad and Tobago			
Seychelles		United States			
Sierra Leone					
South Africa					
Uganda					
United Republic of Tanzania					
Zambia					

OTHER REQUIREMENTS

- High school diploma awarded after a period of at least 12 years of school education
 - *For applicants with high school diploma awarded after less than 12 years of school education:*



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High school diploma awarded after 11 years of school education + all first-year university exams completed with a passing grade

or

High school diploma awarded after 10 years of school education + all first and second-year university exams completed with a passing grade

or

High school diploma awarded after 10 or 11 years of school education + a post-secondary qualification awarded by a non-university institution in a field of study related to the Bachelor's degree programme chosen by the applicant

or

High school diploma awarded after 10 or 11 years of school education + foundation course (preparation year/s) successfully completed at an Italian university. Politecnico di Torino will assess the Foundation course certificate and decide on its eligibility for admission

➤ *Applicants who have the following qualifications can enrol at Politecnico:*

U.S. high school diploma (HSD) with at least 3 Advanced Placement courses (APs) passed with a grade between 3 and 5 in three different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

UK General Certificate of Education (GCE) and International General Certificate of Education (IGCE), with at least 3 advanced courses (A level) with a passing grade in different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

Scottish high school diploma with at least 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers in different subjects related to the Bachelor's degree programme chosen by the applicant (see Annex B for further details)

or

International Baccalaureate Diploma issued by a school/institution recognized by the Baccalaureate Organisation (IBO) in accordance with the specifications illustrated in Annex B

- Passing grade in the national university admission test (if compulsory for admission to the university in the country of origin), in accordance with Annex 1 of the "Procedures for entry, stay and enrolment of international students and the recognition of foreign educational qualifications for higher education programmes in Italy" valid for a.y. 2022/23.

ORIGINAL DOCUMENTS TO BE PRESENTED FOR ENROLMENT

- a) Passport (or ID for EU national only)
- b) For non-EU applicants residing in Italy: residence permit
- c) For non- EU nationals who do not reside in Italy: Study Visa – type D



- d) Fiscal code issued by the Italian Revenue Agency (Agenzia delle Entrate) or, for applicants who do not reside in Italy, issued by the Embassy / Consulate
- e) For underage applicants: self-certification (*dichiarazione sostitutiva di certificazioni* - articles 5 and 46 of Presidential decree no. 445 of 28/12/2000) signed by a parent or a legal guardian and photocopy of the signer's identification document. This form is available on the applicant's Apply@polito personal page.
- f) High school diploma with official translation into Italian (Official diplomas written in English, French or Spanish do not need to be translated)
- g) For applicants with a U.S. high school diploma (HSD): certificate stating that the applicant passed 3 Advanced Placement courses (APs), as specified in Annex B
- h) For applicants with a UK diploma (General Certificate of Education - GCE and International General Certificate of Education - IGCE): certificate stating that the applicant passed 3 A-Level courses, as specified in Annex B
- i) For applicants with a Scottish high school diploma: certificate stating that the applicant passed 3 Advanced Highers, or, alternatively, 2 Advanced Highers + at least 4 Highers, as specified in Annex B
- j) For countries in which university admissions are regulated by a specific admission test: certificate stating that the applicant passed the national admission test.
- l) For applicants with high school diploma awarded after less than 12 years of school attendance: university transcript of records (with official translation into Italian) with the results of the exams passed in the first academic year or in the first two years; or, post-secondary qualification (with official translation into Italian) awarded by a non-university institution in a field of study related to the Bachelor's degree programme chosen by the applicant; or, successful completion of a Foundation Course. The above-mentioned documents (official certificates and post-secondary diplomas) do not need to be translated into Italian if written in English, French or Spanish.
- m) Dichiarazione di valore (Declaration of value) of high school diploma or Statement of Comparability issued by CIMEA or other ENIC-NARIC certificate.
- n) Language certificate (Italian or English) required for admission.

The procedures for uploading the certificates and presenting the documents for enrolment will be illustrated the “Enrolment Regulations - A.Y. 2022/23”, referred to in art. 14, par. 5 of this Call for Applications.



ANNEX B

SPECIFIC REQUIREMENTS FOR UK ,U.S. AND SCOTTISH HIGH SCHOOL DIPLOMAS FOR A.Y 2022/23

UK HIGH SCHOOL DIPLOMAS

<https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-a-levels/subjects/>

The diplomas "General Certificate of Education (GCE)" and "International General Certificate of Education (IGCE)", awarded by official examinations boards of the UK, are valid for admission/enrolment if they certify that the applicant has passed at least three advanced courses (A-level) in subjects related to the Bachelor's degree programme in Architettura-Architecture, with a passing grade.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed in the following table.

LIST OF A-LEVEL SUBJECTS

<u>Design:</u>	<u>Architecture: Territorial, Urban, Environmental and Landscape Planning; Design and Communication:</u>
Mathematics	Art and Design
Mathematics – Further	Art and Design NEW cod. 9479
Biology	Classical Studies
Chemistry	Mathematics
Environmental Management (it is available only at AS level; for this reason, students must pass another AS subject in order to raise this subject to A-level)	Mathematics – Further
Physical Science	Biology
Physics	Chemistry
Business	Environmental Management (it is available only at AS level; for this reason, students must pass another AS subject in order to raise this subject to A-level)
Economics	Physical Science
Applied Information and Communication	Physics
Computer Science	Business
Computer Science NEW cod. 9618 (from 2021)	Economics
Computing	Applied Information and Communication Technology
Design and Technology	Computer Science
Information Technology	Computer Science NEW cod. 9618 (from 2021)
	Computing
	Design and Technology



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	Information Technology
	Digital Media & Design - 9481 New
	Media studies – 9607 New

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the A-level ITALIAN LANGUAGE cannot be **counted** as one of the related subjects necessary to fulfil Politecnico admission requirements.

The A-level ITALIAN LANGUAGE is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

SCOTTISH HIGH SCHOOL DIPLOMAS

Scottish diplomas are valid for admission/enrolment if they certify that the applicant has passed at least 3 **Advanced Highers or, alternatively, 2 Advanced Highers plus at least 4 Highers** in different subjects related to the Bachelor's degree programme Architettura-Architecture.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below.

LIST OF SUBJECTS

Design - elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Business, Administration, Accounting & Finance	Administration and Information Technology
Chemical & Process	Administration and Information Technology (Fixed Framework)
Computing, IT & Related Areas	Architectural Technology
Construction	Building Surveying
Creative Industries	Built Environment
Engineering	Business
Quality	Business (Fixed Framework)
Science and Mathematics	Business with Accounting (Fixed Framework)
Supply Chain Management	Business with HRM (Fixed Framework)
Energy and utilities	Business with Information Technology (Fixed Framework)
Water	Business with Marketing (Fixed Framework)
Land and Environment	Chemical Engineering
	Chemical Process Technology
	Civil Engineering
	Computer Aided Architectural Design & Technology
	Computer Aided Draughting and Design
	Computer Science
	Computing
	Computing: Networking
	Computing: Networking (Fixed Framework)
	Computing: Software Development
	Computing: Software Development (Fixed Framework)
	Computing: Technical Support
	Computing: Technical Support (Fixed Framework)
	Construction Management
	Electronic Engineering (Fixed Framework)
	Electronics



	Engineering Practice
	Engineering Systems
	Financial and Business Management
	Marine Electro-Technology
	Marine Engineering
	Measurement and Control Engineering
	Mechanical Engineering
	Mechatronics
	Petroleum Engineering
	Supply Chain Management (Fixed
	Electrical Engineering
	Financial and Business Management

Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication → elective subjects among the following:

HIGHERS	ADVANCED HIGHERS
Art	Architectural Technology
Construction	Art and Design
Creative Industries	Building Surveying
Science and Mathematics	Built Environment
Land and Environment	Civil Engineering
	Computer Aided Architectural Design & Technology
	Computer Aided Draughting and Design

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the Advanced Higher ITALIAN LANGUAGE cannot be counted as one of the related subjects necessary to fulfil Politecnico admission requirements.

The Advanced Higher ITALIAN LANGUAGE¹ is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico.

¹ <https://www.sqa.org.uk/sqa/48456.html> ; <https://www.sqa.org.uk/files/nq/AHCourseSpecModernLanguages.pdf>



US HIGH SCHOOL DIPLOMAS

<https://apstudents.collegeboard.org/course-index-page>

In order to be able to enrol in Year 1, applicants with a US high school diploma (HSD) must have completed 3 Advanced Placement (AP) courses with a grade between 3 and 5 in three different subjects that are related to the Bachelor's degree programme Architettura-Architecture.

The subjects which are currently considered by Politecnico di Torino as related to its degree programmes are listed below.

LIST OF AP COURSES

<u>Design:</u> 3 subjects chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section and in the "History & Social Sciences" section		<u>Architecture; Territorial, Urban, Environmental and Landscape Planning; Design and Communication:</u> 1 subject among those listed in the "Arts" section, 1 subject among those listed in the "Math and Computer Science/ Sciences (STEM)" SECTION + 1 subject chosen from those listed in the "Math and Computer Science/ Sciences (STEM)" section or in the "Arts" section	
AREA	AP	AREA	AP
History & Social Sciences	AP Macroeconomics	Arts	AP Art History
	AP Microeconomics		AP Art and Design
Math and Computer Science / Sciences (STEM)	AP Biology		AP Studio Art 2-D Design
	AP Calculus AB		AP Studio Art 3-D Design
	AP Calculus BC		AP Studio Art Drawing
	AP Chemistry		AP 2-D Art and Design
	AP Computer Science A		AP 3-D Art and Design
	AP Environmental Science		AP Drawing
	AP Physics 1	Math and Computer Science / Sciences (STEM)	AP Biology
	AP Physics 2		AP Calculus AB
	AP Physics C: Electricity and Magnetism		AP Calculus BC
	AP Physics C: Mechanics		AP Chemistry
	AP Statistics		AP Computer Science A
	AP Computer Science Principles		AP Environmental Science
	AP Physics 1 – Algebra Based		AP Physics 1
	AP Physics 2 – Algebra Based		AP Physics 2
			AP Physics C: Electricity and Magnetism
			AP Physics C: Mechanics
			AP Statistics
			AP Computer Science Principles



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			AP Physics 1 – Algebra Based
			AP Physics 2 – Algebra Based

Politecnico di Torino, in compliance with the principles of university self-government, has determined that the AP ITALIAN LANGUAGE course cannot be **counted** as one of the related subjects necessary to fulfil Politecnico admission requirements.

The AP ITALIAN LANGUAGE course is valid as a substitute for the Italian language certificate (B1 level) for students who need to prove their knowledge of the Italian language for admission to Politecnico

INTERNATIONAL BACCALAUREATE (IB)

The Diploma of the International Baccalaureate is valid for admission to Politecnico Bachelor's degree programmes **IF** the diploma was awarded after a period of 12 or 13 years of school education **and IF** the applicants meet the following general requirements:

- at least 24 points earned in six optional subjects (of which 12 points must have been earned in subjects taken at "Higher Level")
- passing grade in the three core subjects: Theory of Knowledge (TOK), Creativity, Action, Service (CAS) e Extended Essay (EE).

ANNEX C

HOW TO TAKE THE ONLINE TIL TEST (ONLINE ADMISSION TEST)

A.Y. 2022/2023

Applicants must take the admission test using a special browser that locks down all computer functions other than the test. Tests are also proctored by audio and video recording through the PC webcam and microphone. Moreover, applicants must connect to a Virtual Classroom from their smartphone or tablet. The Virtual Classrooms allow test supervisors to monitor applicants during the test.

Here follow the details and technical requirements to take the online test.

Technical requirements

Applicants need to have the technical equipment described below and they must check their equipment at home a few days before the test. The details of the system checks are listed below and will be made available on the Apply@polito platform - TIL section.

Technical equipment:

1. **a desktop or laptop computer** (hereinafter referred to as the “*device to take the TIL test*”) with Windows 10 or higher or Mac operating system, plugged to the electrical power supply and connected to the Internet, with a video camera and a microphone. On this device applicants must install Google Chrome and another software called “Lockdown Browser”. The instructions for the installation of the Lockdown Browser will be provided on the Apply@polito platform (applicant personal page). This PC will be used for:
 - taking the test;
 - proctoring the test;
2. **a stable data network** to connect to the Internet from the device to take the TIL test
3. **a smartphone or tablet** (hereinafter referred to as the “*proctoring device*”), plugged to the electrical power supply and connected to the Internet, with a video camera. The proctoring device will be used by the Test Supervisors for the identification of applicants and as a further proctoring tool.
4. **a stable data network** to connect to the Internet from the proctoring device (possibly different from the data network used for the device to take the TIL test).

Applicants must take the test in a quiet private place with enough light (hereinafter referred to as the “room”). They need to set up a table for the device to take the TIL test (referred to as the “workstation”) making sure that the light source is not directly behind it.

No one can enter the room during the test, except for assistants for students with disabilities or with specific learning disorders who have submitted a specific request for assistance.

The workstation must be clear of all objects. On the workstation, applicants are allowed to keep only their identification document, some blank sheets of paper and a pen or a pencil.

Applicants must prepare all materials in advance, as they will not be allowed to leave the workstation after the beginning of the test.

What to do a few days before the test

A few days before the test, and in any case before the day preceding the test, applicants **must**:

1. install Google Chrome and the *LockDown Browser* software on their device to take the TIL test. The instructions and link will be made available on the applicants' personal page of the Apply@PoliTo platform. Important: applicants must install the LockDown Browser using the installation file available at the link that they can find on their personal page. Other software versions must be uninstalled as they are incompatible.
2. take the practice test at least one time before the test. The practice test is available on the applicants' personal page of the Apply@PoliTo platform – TIL section. This allows to check if the LockDown Browser has been installed correctly and helps to get familiar with it.

Applicants are required to take the practice test in order to troubleshoot possible technical problems that might impair the result of the admission test.

What to do right before the test

On the day of the test, applicants must organise the room where they will take the test as explained in the previous section (*Technical Requirements*). Internet connection on **both devices must be always active** during the test (please note that there will be an estimated data traffic of 500 MB for each device).

In the event if an Internet outage for a period of time that does not allow to properly monitor the applicant, the test will be considered invalid. This decision will be taken by the Central Committee and it is unquestionable. For more information read the next paragraphs (*Procedures in the event of persistent Internet connection problems* and *Procedures in the event of disconnection from the Virtual Classroom*).

Please note that the Virtual Classroom will audio and video record applicants webcam while they take the test through their PC. The recordings can be used by the Committee to check the integrity of the test.

Applicants must make sure they have an identification document, some blank sheets of paper and pens or pencils on their workstation.

What to do during the test

At the beginning of the test applicants must:

1. Log in to their personal page of the Apply@polito platform **from both devices** using **Google Chrome**.
2. Log in to the "test start page" with the **proctoring device** and from this page log in to the Virtual Classroom called **Proctoring Room**. Logging in to the Virtual Classroom on the Apply@polito platform is equivalent to signing one's attendance to the test and proves that the applicant has taken the test.
3. **Wait to receive instructions from the test supervisor.**
4. When the test supervisor calls the roll to identify the applicants, each student must:

- a. Use the proctoring device to show his/her identification document, face, room and workstation. The applicant must also show his/her paper sheets to prove that they are blank;
 - b. Place the proctoring device behind his/her shoulders, in a slightly lateral position, so that the video camera catches the image of the applicant and of the workstation.
5. After the identification phase, start the test when the test supervisor gives the authorization to do so.
6. **Using the device to take the TIL test**, log in to the personal page of the Apply@polito platform and click the button "Click here to start the test".
7. Start the Lockdown Browser when requested and wait for the automatic display of a window with the **TIL Virtual Classroom**. The webcams and microphones on both devices must be kept switched on at all times during the test.

Conduct rules during the test

During the test, applicants must behave properly as normally required during examinations. To make sure that the test is valid, applicants must strictly abide by the following conduct rules:

1. For the entire duration of the test:
 - a. do not disconnect from the Virtual Classrooms and keep the webcam and microphone of the both devices always on. Do not use these devices for any other purpose;
 - b. do not allow other people to enter the room where the test is taking place;
 - c. be absolutely silent during the test in order to avoid disturbing other applicants in the same Virtual Classroom (unless the applicant needs to talk to the test supervisor);
 - d. use only blank sheets of paper and a pen (if necessary);
 - e. show the workstation and identification document again if required by the test supervisor.
2. In the event of technical problems during the test or other issues, immediately report the problem to the Test Supervisor raising your hand or calling him/her.

Applicants are **not allowed to use headphones, earphones, calculators, notes or other teaching material** during the test, without prejudice to the provisions for students with disabilities or specific learning disorders.

The test supervisors will monitor the applicants during the test to make sure they are complying with the conduct rules. If an applicant violates the conduct rules, the test supervisors will immediately inform the Central Committee that will decide on the immediate invalidation of the test.

How the test works

The test is divided into sections, as explained in the Call for application for admissions to the Bachelor's degree programme of Politecnico and on the website of the University <http://orienta.polito.it/en/enrolment>. Each section must be completed in a given pre-set time. The sections must be completed following the same order shown on the applicant

personal page of the Apply@PoliTo platform. Applicants are not allowed to move to the next section until the previous section time expires.

The test automatically finishes when the overall time expires.

Test scores

Applicants will see their test score on their personal page of the Apply@PoliTo platform at the end of the test.

In the event of suspect inappropriate behaviour of an applicant, at the end of the test the Central Committee will examine the video and audio recordings of the Virtual Classroom.

The Central Committee has three working days from the test date to examine the recordings and verify if there has been a violation of the conduct rules. In such case, the test will be invalidated and the applicant will be informed by e-mail.

Procedures in the event of persistent Internet connection problems

In the event of an Internet outage (on both devices) lasting for a period of time that does not allow to monitor the integrity of the test, the test will be considered invalid. This decision is taken by the Central Committee and is unquestionable.

If an applicant has persistent Internet problems, the Central Committee may decide to reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the TIL registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

If an applicant cannot access the test due to technical problems verified by the University or due to issues that do not depend on the applicant and on his/her correct use of the compulsory devices, the Central Committee may reschedule the test at the end of the same day during a dedicated time slot. In this case, the applicant will not have to pay the registration fee again. If an applicant needs to retake the test, he/she will be immediately informed.

Procedures in the event of disconnection from the Virtual Classroom

If the applicant's second device is disconnected from the Virtual Classroom for a period of time that does not allow to monitor the applicant during a specific section of the test, the applicant and the Test Supervisor will receive a message on their screens.

The Test Supervisor will disable the test but the applicant will be able to complete the ongoing section. In order to move to the next section, the applicant must join the Virtual Classroom again.

In the event of disconnections depending on poor network quality that cannot be solved quickly enough to complete the test within the pre-set time, the test will be rescheduled at the end of the same day during a dedicated time slot. In this case, the applicant will have to take the whole test again (no matter if the disconnection happened during a specific test section).

In the event of technical problems caused by Politecnico during a specific test section, the applicant will have to retake that specific section only (his/her results in the other sections will remain valid) at the end of the same day during a dedicated time slot.

Privacy policy and access to documents

In accordance with the General Data Protection Regulation (EU Regulation 2016/679 – GDPR) and the “Code on the protection of personal data” (D.R. no.196 of 30th June 2003 and further amendments), Politecnico di Torino (Data Controller) shall process applicants' personal data exclusively in pursuit of its institutional aims connected to the admission tests. Due to the current epidemiological situation, the test will be delivered online using the Respondus platform.

Politecnico di Torino shall process personal data in accordance with art. 9, par. 2 g) and art. 49, par.1 b) and d) of the GDPR.

The Respondus Terms of Use for Students are available at <https://web.respondus.com/tou-monitor-student/>. The Respondus Privacy Policy (<https://web.respondus.com/privacy/privacy-additional-monitor/>) provides information on the processing of personal data.

Recordings will be kept for no longer than is necessary for the purposes of monitoring the test. In the event of an applicant's complaint, the legal basis for use and retention of recordings is the protection of the applicant's rights.

Politecnico di Torino will monitor the test and examine the recordings after the test, reserving itself the right to declare the test invalid in the event of student conduct violations.

Applicants are required to behave according to the guidelines of the Code of Ethical conduct of the university community.

The University policy on the processing of personal data is available at <https://didattica.polito.it/privacy/>

Access to documents

Access to test-related documents is allowed in the forms provided for by current legislation and in accordance with the “Regulations on access to administrative documents pursuant to Law. No. 214/1990, civic access and general civic access pursuant to legislative decree n. 33/2013”.